

OFFICE OF THE GENERAL COUNSEL

**INTERVIEWER'S RATING OF  
FIELD EXAMINER OR ATTORNEY/LAW CLERK APPLICANT  
(For Agency Use Only)**

*Note to Interviewer: This form should be completed immediately after the interview. It is not necessary to repeat facts already contained in the application papers. We need your comments on the applicant's personality traits, motivation, initiative, judgment, and any other information that might have a bearing on his/her suitability as an employee. Give examples that show past demonstration of desired qualities and skills.*

APPLICANT'S NAME

POSITION APPLIED FOR:

☐ FX

☐ ATTY/LAW CLERK

1. Knowledge of the National Labor Relations Board, its mission and labor-management relations. Factors to consider: understanding of NLRA law and application of the law; handling of hypothetical questions; knowledge of unions, unionized workplaces and collective bargaining; knowledge of concerted protected activity; and potential to understand and apply laws covering labor management relations.

COMMENTS: \_\_\_\_\_

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2. Ability to gather, analyze, research and objectively evaluate facts and law to make recommendations and resolve cases. Factors to consider: analytical ability; fact gathering ability; legal research skills; ability to apply law to facts; ability to write investigative reports; ability to evaluate economic and personnel information; and ability to determine merits of opposing positions.

COMMENTS: \_\_\_\_\_

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- 3 a) Ability to effectively deal with the public. Factors to consider: experience in dealing with diverse people; ability to deal with people who are hostile, uncooperative, unsophisticated, or dishonest; ability to use discretion, sensitivity, diplomacy and negotiating skills; and ability to develop effective interviewing skills.

COMMENTS: \_\_\_\_\_

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- b) Ability to deal effectively and cooperatively with coworkers. Factors to consider: ability to work as part of a team, including support staff, managers and professionals; demonstrated sense of responsibility; demonstrated strong work ethic; ability to accept constructive criticism; ability to show respect for all members of the Regional and Headquarters office staff; and respond effectively and cooperatively to supervision.

COMMENTS: \_\_\_\_\_

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4. a) Ability to write clearly and concisely. Factors to consider: ability to write effective factual and legal analysis in a persuasive manner; and demonstrated experience in preparing complex written reports requiring legal analysis.

COMMENTS: \_\_\_\_\_  
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- b) Ability to communicate orally. Factors to consider: demonstrated ability to orally present factual and legal issues in a concise, articulate and persuasive manner.

COMMENTS: \_\_\_\_\_  
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5. Ability to timely investigate and present case for decision. Factors to consider: ability to effectively and efficiently organize factual and legal issues for oral presentation; ability to expeditiously write effective legal and factual analysis; demonstrated experience in handling multiple assignments; and ability to retain composure and judgment under time pressure.

COMMENTS: \_\_\_\_\_  
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6. Criteria for attorneys. Factors to consider: demonstrated desire and ability to effectively litigate; administrative and federal district court litigation experience; litigation specific training; and ability to see the big picture and to attend all the necessary details in trial work.

COMMENTS: \_\_\_\_\_  
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7. Applicant's best contribution (trait, experience, education) for NLRB would be: \_\_\_\_\_

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8. Applicant would need further development in \_\_\_\_\_

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9. Recommendation: \_\_\_\_\_

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Interviewed by: \_\_\_\_\_ In \_\_\_\_\_ Date \_\_\_\_\_  
(Region or Branch)